

Village of Wolcott
Board of Trustees
August 28, 2012
7:00 PM

Members Present: Mayor Gary Baker, Trustees Colleen Penta, George Buckalew, Robert Skinner, Donna Graham.

Others Present: Lori Tyler, Tom Johnson, Ray Wellington

Mayor Baker called the meeting to order at 7:00 PM.

Pledge of Allegiance

Planning Board

Tom Johnson, member of the Planning Board stated that the Planning Board has been working on the Comprehensive Plan. Mr. Johnson is requesting four hundred (\$400) dollars for the purpose of hiring Brett Norsworthy as a typist at a rate of \$12.00 per hour. When the Comprehensive Plan is complete, it will then be submitted to the Village Board for their review. Trustee Penta questioned if Mr. Norsworthy would be working on village time or his own time. Clerk-Treasurer Lori Tyler stated that it would be his personal time over and above his scheduled 36 hour work week. Trustee Graham made the motion to approve spending an amount not to exceed four hundred (\$400) dollars for Brett Norsworthy to type the Comprehensive Plan. Trustee Penta seconded the motion. All voted in favor.

Fire Hall Use Request

Candi Hutchings has requested the use of the Fire Hall on September 9, 2012 to hold a baby shower. Trustee Penta made the motion to approve the use of the Fire Hall for the baby shower. Trustee Buckalew seconded the motion. All voted in favor.

NY Police Supply Quote

A quote was submitted from NY Police Supply for three (3) body amour vests in the amount of 1,532.52. Trustee Buckalew made the motion to approve the purchase of three (3) body amour vests in the amount of 1,532.52. Trustee Penta seconded the motion. All voted in favor.

Water Meters

Currently there are 33 meters with no heads, 19 radio reads that are not working properly, and 50 meters that are considered "dead." Trustee Graham made the motion to approve the purchase of 35 individual meter heads and 15 complete meter and head sets in the amount of \$8092.20. Trustee Buckalew seconded the motion. All voted in favor.

Fire Department

The Hurst tool is due for an annual inspection. The estimate from code 4 is \$1,600.00 for the service inspection only. Trustee Penta made the motion to approve the inspection be done in an amount not to exceed \$1,650.00. Trustee Skinner seconded the motion. All voted in favor.

Fire Chief Ray Wellington states there is an older model Hurst tool that is not being used nor is it serviceable. Mr. Wellington would like to see this piece of equipment declared surplus. Trustee Skinner made the motion to declare the non-serviceable Hurst tool surplus. Trustee Graham seconded the motion. All voted in favor.

Mr. Wellington advised the board that hose testing is coming up. He will provide quotes at the September meeting. Also, for September, vehicle inspections will be preformed. No preventative maintenance will be done as the vehicles are being driven more frequently,

Fire Chief Ray Wellington will be meeting with ISO on September 10, 2012.

Procurement Policy

Clerk-Treasurer Lori Tyler will update the purchasers listed in the Procurement Policy. This update will take place annually.

Log Cabin Project

Bob Stewart recently wrote a letter to Ms. Mary Boyd requesting the funds she previously donated to the Village of Wolcott be used in Northup Park. Ms. Boyd had recently given permission verbally to Mr. Stewart, however Clerk-Treasurer Lori Tyler would like written acknowledgement so there are no questions about it at a later date. Ms. Tyler will also send Ms. Boyd a letter for her to sign and return authorizing the use of the three thousand dollars (\$3,000) to be used in Northup Park.

Town of Butler Sign

This item has been tabled until further information is provided by Dorothy Wiggins.

Corrective Action Plan (CAP)

Trustee Penta made the motion to approve the CAP as written and signed by CEO Mayor Gary Baker and CFO Clerk-Treasurer Lori Tyler. Trustee Skinner seconded the motion. All voted in favor.

Citizens Campaign

The Citizens Campaign has requested to canvass the Village of Wolcott for campaigning and fundraising purposes. Trustee Penta made the motion to deny the Citizens Campaign access to canvass the Village of Wolcott residents. Trustee Buckalew seconded the motion. All voted in favor.

Williamson Law Payroll Program

Trustee Buckalew made the motion to approve the annual service contract for the Payroll Program in the amount of \$726.00, as the contract states. Trustee Graham seconded the motion. All voted in favor.

Minutes of August 14, 2012

Trustee Skinner made the motion to approve the August 14, 2012 minutes with three (3) corrections Trustee Buckalew seconded the motion. All voted in favor with Trustee Penta abstaining due to absence.

Abstract #006

Trustee Graham made the motion to approve Abstract #006 in the amount of \$39,111.89 with vouchers numbered 955-981 and checks numbered 24651-24677. Total Claims from the General Fund are \$23,789.39. Total claims from the Water Fund are \$8,167.51. Total claims from the Sewer Fund are \$7,154.99.

Trustee Penta has nothing at this time.

Trustee Buckalew

Trustee Buckalew stated that the use of the tub grinder came in significantly under budget.

Mr. Buckalew would like it recorded in the minutes that the Police Department has Quartermaster sheets on file that show all department issued gear to each officer. Trustee Buckalew asked the status of the WCWSA contract. Mayor Baker stated that it was signed by him.

Trustee Skinner

Trustee Skinner was approached by a village resident concerning a handicap parking space near the Village Restaurant. There is no handicap parking available near the restaurant. Clerk-Treasurer Lori Tyler will speak to Code Enforcement Officer Otis Vezzose about this matter.

Trustee Graham

Ms. Graham inquired on the holding tank at the Wolcott Falls Park, and when it was last pumped out. The Mayor stated he thought it was last year sometime.

The amount of water loss for the Village is significant. Ms. Graham looked at a report given by Deputy Clerk-Treasurer Brett Norsworthy and feels that something should be done to bring the water loss under control. Trustee Graham viewed the previous meeting minutes and questioned the valves at the Lake Plant being changed and asked if anyone knew why this hadn't been done. Clerk-Treasurer Lori Tyler stated that they had not been replaced due to lack of funds.

Recently the bulbs were replaced on the UV unit at Weager Springs. Trustee Graham feels that there needs to be replacement bulbs on hand.

Trustee Graham was looking into a utility savings audit. Ms. Graham believes that it would be to the Village's advantage to utilize this program and will bring back more information on it.

Trustee Graham asked Clerk-Treasurer Lori Tyler where the Village stood financially. Ms. Tyler stated that she would have a better idea when the months can be closed out. Priority being fiscal year 2011-2012, and the end of the year audit report finished. This will allow the beginning months of fiscal year 2012-2013 to be closed. At that point all departments will know where they are financially speaking.

Trustee Penta

Trustee Penta stated the Village of Wolcott needs a Health & Safety Officer per New York Conference of Mayors (NYCOM). Mayor Baker advised Trustee Penta to check with other municipalities about sharing services.

Executive Session

Trustee Buckalew made the motion to enter into Executive Session for personnel reasons at 10:17 PM. Trustee Skinner seconded the motion. All voted in favor.

Clerk-Treasurer Lori Tyler was invited in at 10:23 PM.

Trustee Buckalew made the motion to come out of Executive Session at 10:48 PM.

Trustee Graham seconded the motion. All voted in favor.

Nate Garrett

Trustee Graham made the motion to hire Nate Garrett as a Part-time Laborer effective October 1, 2012 at a rate of \$7.75 per hour. Trustee Penta seconded the motion. All voted in favor.

Part-time Laborer

Trustee Skinner made the motion for Clerk-Treasurer Lori Tyler to place an ad in the Shopper for a Part-time Laborer with a CDL-B license. Trustee Buckalew seconded the motion. All voted in favor.

Trustee Penta made the motion to adjourn at 10:52 PM. Trustee Graham seconded the motion. All voted in favor.

Respectfully submitted,

Lori A. Tyler
Clerk-Treasurer